

Inspection Documents – The following documents may be requested for review and collection during the course of the inspection. Additional documents will likely be identified during the course of the inspection and may be requested for review and collection.

1. Organizational Structure of GNHWPCA and Contract operator
2. Contract for Services between contract operator, GNHWPCA and any subcontractor
3. Staffing summary including name and position
4. Service Area Map
5. NPDES Permit and active compliance orders
6. Satellite community service agreements
7. Listing of lift stations (a.k.a. pump stations) including name or designation, address, firm pumping capacity, number of pumps, source of backup power.
8. Current and previous years Capital Improvement Program
9. Most current annual operating budget
10. Sewer Use Ordinance
11. Current collection system operations and maintenance plan
12. Collection system standard operating procedures
13. Written training program and employee training records
14. Summary of annual cleaning for Calendar year 2011, 2012 and year-to-date 2013.
15. Hot Spot cleaning program list including pipe lengths and frequencies
16. Example daily collection system maintenance form (actual completed example)
17. Example pump station inspection form (actual completed example)
18. CSO inventory and description manual or document (e.g., sketch, photo, layout, and elevations for each CSO, etc.)
19. Example CSO regulator and outfall inspection form (actual completed example)
20. CSO flow meter records (e.g., activations)
21. Most recent Annual CSO status and NMC report
22. Wet weather operating plans
23. Most recent Hydraulic Model Report
24. Sanitary Sewer Overflow Response Plan/Emergency Response Plan
25. Call center/citizen complaint log and records for 2011, 2012 and year-to-date 2013
26. Sanitary sewer overflow individual event files and reporting records
27. Public outreach materials
28. Written F.O.G. program/F.O.G. Regulations/Status of General Permit for the Discharge of Wastewater
29. Associated With Food Preparation Establishments
30. Other documents and records that may assist EPA in understanding the GNHWPCA programs and systems
31. Insurance records related to SSO claims including number of claims paid and amount paid.

Note: GNHWPCA may have alternate names, labels, or identifications for the above documents. This list is intended to identify the type of information being requested and not necessarily the actual GNHWPCA name or title.